
MEMORIAL BENCHES

TO: CITY OF LOWELL MONUMENT COMMITTEE

FROM: CRAIG THOMAS

SUBJECT: PARK BENCH DEDICATIONS/MEMORIALS

DATE: APRIL 10, 2020

CC: HENRI MARCHAND, SHANNON COHAN, DIANE TRADD

Requests for park bench dedications/memorials will be in the form of City Council motions forwarded to the city's Monument Committee. The Monument Committee will confirm that the person being memorialized does not have a prior criminal record. If no record exists, then the Monument Committee will post a 30-day public comment period regarding the proposed memorial bench, including the name of the person being memorialized and the proposed bench location. After the 30-day public comment period ends, the Monument Committee will hold a meeting to review submitted comments, if any, and vote on the request based upon an evaluation of the comments. Individuals will not be approved if comments indicate a preponderance of concerns about the individual proposed. Monument Committee recommendations shall be forwarded to the Board of Parks for their review and approval.

The Board of Parks shall set the fee for memorial bench placements, which the Monument Committee suggests should be less than the full price of a new bench. Once Board of Parks approval has been secured, the Parks Department will be notified and coordinate with the family members regarding the delivery of the bench and plan for installation. The Parks Department will need proof of approval from the Monument Committee and Board of Parks prior to bench installation. Parks Department staff will be responsible for acquiring and installing the bench. The style of bench and method of inscription shall be determined by the Parks Department to align with long-term park investment plans.

Park dedications and memorial benches are welcome in any city park that already has existing benches. The City understands that for many people, there are memories and family connections that run deep throughout our neighborhoods, and allowing benches in all our park areas will provide residents an opportunity to dedicate benches in locations with particular meaning.

Bench proponents can request a specific park, but not a specific bench location, as the City would like to avoid installing benches in locations that will alter individual park designs and layout. City staff encourages the Board of Parks to limit benches to areas where seating already exists. Board of Parks will make the final determination on bench location.

At minimum, all benches will remain in place through the lifetime of the manufacturer's warranty. Outside of the manufacturer's warranty, benches will remain in place so long as they remain in good condition. Once benches require replacement, the City will remove the existing bench. A new memorial bench may be dedicated again by working with the family members or a standard City bench may be installed in the location if a new memorial bench is not requested.